

California Green Business Program

Checklist preview

Program: City of Thousand Oaks

Sector: Office and Retail

Date: 23 August 2017



General

General (3 Required + 1 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Adopt a written environmental policy statement stating your businesses commitment to operate as a green business, which must include a detailed green purchasing policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Inform your customers about what you're doing to be green. Examples: Post a list of your efforts in a visible location, promote green products or services as green, talk about it in your company newsletter, highlight your efforts on your website and link to the Green Business website, and offer tours that highlight your green-ness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Encourage employee participation in greening your business through employee orientations and trainings, employee evaluations, staff meeting discussions, company newsletters, brochures or other materials, and/or by having incentive or reward programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Establish a 'green team' that can help guide efforts to green your business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Assist at least one other business in learning about becoming a Green Business. Encourage them to enroll in the Green Business Program and provide their contact information to your GBP coordinator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Waste

Environmentally preferable purchasing (2 Required + 5 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Purchase copier/printer paper with at least 30% post consumer waste.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Purchase janitorial paper (toilet paper, tissues, and paper towels) with minimum 35% post consumer waste.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Purchase restaurant products (e.g., paper napkins, plates, bowls, cups, and serving trays) with post-consumer recycled-content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Use letterhead, envelopes and business cards containing a minimum of 50% post consumer waste recycled content, recommended 100%.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Buy products in bulk or that are concentrated, durable, repairable, and/or recyclable, making sure that you need all you are ordering.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Purchase office/copier paper with 100% post consumer waste.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Purchase or obtain previously used furniture, supplies or materials (freecycle.org, Craigs List).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Purchase pencils, rulers and other desk accessories with recycled content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Remodel/build with materials containing recycled content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Work with vendors to minimize packaging; Ask vendors to take back packaging and used/damaged product for reuse or recycling. (e.g. - require chemical suppliers to take back empty drums and containers).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Purchase reusable rather than disposable office items such as refillable pens, erasable white boards wall calendars.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Solid waste reduction and recycling (4 Required + 8 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Eliminate the use of polystyrene, such as Styrofoam, in beverages and food service ware.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Provide recycling containers at convenient and appropriate locations (i.e., lobbies, guest rooms, vending machines, kitchens, next to garbage containers, desks, etc.).

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3. Make two sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.

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4. Recycle all paper, glass, metal, cardboard and plastics accepted in your area.

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OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. Compost or recycle landscape debris and trimmings.

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2. Manage incoming and outgoing mail.

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3. For events, use reusable dishware when possible. If disposable dishware is necessary, use recyclable or compostable options (require the same of caterers).

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4. Reduce junk mail. See www.StopJunkMail.org for tips.

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5. Eliminate individual bottles of water for employees and guests.

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6. Print on the back side of previously printed on paper. Either use a second tray of the printer for such paper or keep it stacked next to the printer for hand loading.

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7. Retailers: If you provide disposable bags to your customers, you must primarily provide paper bags instead of plastic. Plastic bags should only be provided when necessary.

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8. Reduce printing of emails, attachments and documents.

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9. Compost food waste (where available).

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10. Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items.

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11. Reuse garbage bag liners.

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12. Designate a reuse area for office supplies such as binders, folders and staplers.

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13. Reuse paper or plastic packaging materials in your own shipments.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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14. Retailers: Offer incentives for customers who bring their own reusable bags, coffee mugs, etc. (or disincentives such as charging fees for bags).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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15. Leave mowed grass on lawn (grasscycling).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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16. Send and receive faxes directly from computers without printing.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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17. Use electronic billing methods to invoice customers and receive payment.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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18. In the lunch/break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt pepper, etc. to avoid individual condiment packets.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Waste management (2 Required + 0 Optional measures required)

REQUIRED MEASURES

DESCRIPTION

YES NO N/A Post

1. Schedule a free waste assessment for your business.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. Collect items that are prohibited from the garbage (batteries, CFLs, cellphones and other electronics, etc.) and institute a program for their safe disposal.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Energy

Energy Conservation (5 Required + 10 Optional measures required)

REQUIRED MEASURES

DESCRIPTION

YES NO N/A Post

1. Convert ALL non-exhibition and non-performance lighting fixtures to energy efficient alternatives, such as compact fluorescent lights (CFLs), LED's, ceramic metal halide, or high intensity discharge lighting.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. Incandescent bulbs that are not replaced with compact fluorescents are replaced with LEDs.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system at least twice a year which includes: Cleaning or replacing filters on heating and air-conditioning units; Performing maintenance at least twice a year; Cleaning air-conditioning condenser coils four times a year. Maintaining proper function of economizers on Air-Conditioning units.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. Assign staff to track energy bills over time, looking for sudden rises in use.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5. Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. Earn incentives for your business by participating in FlexAlert.org and reducing energy during peak demand periods.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. Create a plan to hold bi-annual training for staff on energy conservation measures.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. Plug all radios, cell phone chargers, fans, heaters, and other personal electronics into a power strip that can be turned off when not in use. These devices draw energy 24/7, even when switched off.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. Replace or supplement an A/C system with an evaporative cooler.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5. Employ solar energy to supply a supplemental source of energy to the building

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6. Use task lighting instead of lighting the entire area.

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7. Institute a policy that all electronic devices, lighting and room cooling units be turned off when not in use and use light switch reminders to remind staff to turn off the same.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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8. Use energy-efficient double paned windows on at least 90% of windows.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9. Apply window film to reduce heat.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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10. Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11. Use occupancy sensors to control air conditioning and heat.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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12. Replace single or package A/C unit with one that exceeds Title 24 building standards.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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13. Use ceiling fans to promote air circulation. High edge of blade must go forward first in winter, forcing air down, reverse in summer.

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14. Use a 365 day programmable thermostat to control heating and air conditioning.

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15. Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.

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16. Use energy efficient exit signs, such as LEDs.

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17. Reduce number of fixtures or lamps per fixture.

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18. Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced).

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19. Use a solar water heater or preheater.

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20. Use instantaneous hot water heaters (or on demand systems) at point of use

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21. Insulate all hot water pipes, heaters, tanks and cold suction lines

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22. Use weather stripping to seal air gaps around doors and windows.

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23. Use sensors on vending machines and place machines in shaded areas.

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24. Use power management software programs to automatically activate power management settings in computers and printers (see-
http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_enterprises).

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25. Use ENERGY STAR® office equipment and enable energy saving features.

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Water

Complete if you have landscaping. (4 Required + 5 Optional measures required)

REQUIRED MEASURES

DESCRIPTION

YES NO N/A Post

1. Adjust the irrigation schedule monthly during irrigation season, or as needed.

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2. Save water by programming the irrigation system to use shorter, repeated cycles of watering (3 start times of 3 minutes each instead of one start time of 10 minutes).

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3. Water during early morning, pre-dawn hours.

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4. Repair all broken or defective sprinkler heads/nozzles, meters, and water pipes, lines and valves.

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OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. Replace conventional automatic irrigation controller with a smart irrigation controller with weather module.

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2. Reduce area of turf.

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3. Make necessary changes to assure proper hydro-zoning (grouping of plants with similar water needs and sprinkler types) of irrigated areas, for example, separate bed and turf zones.

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4. Plant drought tolerant plants that will not need pruning at maturity.

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5. Use reclaimed water, graywater or rainwater for irrigation .

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6. Install rain shut-off devices or moisture sensors that turn off the irrigation during rain.

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7. Apply mulch or compost in non-turf areas to improve the water holding capacity of the soil.

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8. Adjust sprinklers for proper coverage - optimizing spacing and avoiding runoff onto paved surfaces. Adjust sprinklers to achieve even water distribution and to eliminate all runoff.

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9. Use drip irrigation.

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Water conservation (4 Required + 3 Optional measures required)

REQUIRED MEASURES

DESCRIPTION

YES NO N/A Post

1. Retrofit toilets flushing at higher than 1.6 gallons with high efficiency toilets (1.28 gallons or less per flush). Your water utility may have a rebate program for high efficiency toilets.

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2. Install low flow aerators or control valves in faucets to meet 2010 CA Green Building Standards. Lavatory faucets-max flow rate-0.5 gpm, Self closing lavatory faucets max 0.25 gallons/cycle, kitchen faucets max flow rate 2.2 gpm.

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3. Regularly check for and repair all leaks in your facility (toilet leaks can be detected in tank toilets with leak detecting tablets, which may be available from your local water provider, or use food coloring).

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4. Assign a person to monitor water bills for sudden rises in use, and to track use over time. Call your water company should sudden rises occur.

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OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. Replace all urinals flushing at greater than 1.0 gallon with high efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals. Your water utility may have a rebate program for high efficiency urinals.

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2. Use dry floor cleaning methods indoors followed by damp mopping, or use a water efficient water boom or recycling filtered system such as an electronic powered cleaning machine, rather than spraying or hosing with water.

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3. Change window cleaning schedule from “periodic” to “as required.”

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4. Learn how to read your water meter. Use the water meter to check for leaks.

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5. If cleaning floors with water, use high-pressure low-volume cleaning equipment or use a recycling filtered system such as, an electronic powered cleaning machine.

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6. Post signs in restrooms and kitchen to encourage water conservation and to report leaks.

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Pollution

RECYCLE/REUSE potential pollutants. (2 Required + 3 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
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1. Collect items that are prohibited from the garbage (batteries, CFL's, cell phones and other electronics, etc.) and institute a program for their safe disposal. OR Educate employees about disposal options for prohibited items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. Properly store and recycle Universal Wastes as required by law. Designate a storage area for spent Universal Wastes, posting a sign and notifying employees of this area. Ensure that these are recycled (and not put into the garbage). Universal Wastes are: Spent fluorescent light tubes bulbs, Electronic equipment (computers, cell phones, pagers, etc.) and Batteries (RBRC recycles rechargeables for free! www.call2recycle.org).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
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1. When recycling electronic equipment, take to a certified "e-Steward" for responsible recycling (www.e-stewards.org).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. Recycle used ink jet cartridges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. Recycle used copier toner cartridges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. Recycle excess paint/solvents (keep only what is needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5. Use refilled or remanufactured laser and copier toner cartridges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6. Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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REDUCE air emissions (1 Required + 3 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
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1. Complete a CO2 or eco-footprint calculator to determine your own greenhouse gas emissions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
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1. Encourage commuter alternatives by informing employees, customers and others who visit your office about various transportation options (post bicycle route maps and transit schedules before driving directions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Help employees rideshare by posting commuter ride sign-up sheets and providing other commuter incentive programs (e.g., rideshare incentive programs, guaranteed ride home in emergency situations, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Buy renewable energy credits or green tags to offset the CO2 emissions from your offices use of electricity and natural gas (see www.green-e.org).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Install renewable energy sources, such as solar panels or wind generators. Specify system size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide secure bicycle storage for staff and customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Set-up a Commuter Benefits Program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs (see website in Help Button).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REDUCE chemical use. (4 Required + 3 Optional measures required)

REQUIRED MEASURES				
DESCRIPTION	YES	NO	N/A	Post
1. Use low toxic cleaning products in non-aerosol containers such as Green Seal certified (greenseal.org), EWG.org/skindeep, Safer Choice (epa.gov/saferchoice), SF Approved (sfapproved.org), or those with a GoodGuide rating of 8.1 or more (goodguide.com).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Adopt IPM practices at the office: monitor for pests before taking action, implementing sanitation and exclusion practices first. Treat only as necessary, using physical and biological methods before using chemical treatments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If contracting with a pest control operator, specify in contracts the use of Integrated Pest Management (including non-chemical pest prevention with no perimeter spraying), or choose a contractor that is certified in IPM, such as those listed at www.EcoWiseCertified.com .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Assess chemicals used in your business by reviewing Material Safety Data Sheets (MSDS) and Prop.65 warnings on labels. Substitute with less toxic alternatives if available. Track the amounts of hazardous waste generated, and dispose of at local hazardous waste programs.

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OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. Eliminate the use of chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.

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2. Do business with other green businesses (www.greenbusinessca.org).

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3. When remodeling, use natural or low emissions building materials, carpets, or furniture.

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4. Buy recycled paint and low VOC products when available (paint, paint removal products, etc.).

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5. Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.

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6. Purchase EPEAT certified (www.EPEAT.net) computers, laptops and monitors.

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7. Print promotional materials with vegetable or other low-VOC inks.

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8. Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).

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9. Replace standard fluorescent lights with low mercury fluorescent lights. Approved models can be found at www.sfapproved.org.

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10. Use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners.

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Wastewater

Wastewater pollution prevention (5 Required + 1 Optional measures required)

REQUIRED MEASURES

DESCRIPTION

YES NO N/A Post

1. Keep dumpsters closed and impermeable to rainwater. Keep them from overflowing and keep dumpster/parking areas clean.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. Use drain plugs/screens in all floor drains and sink drains that allow for drainage of water but not solids.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. Regularly check and maintain storm drain openings and basins. Keep litter, debris and soil away from storm drains.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5. Ensure that no wastewater enters a storm drain. Only rain down the storm drain.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. Clean outdoor surfaces by dry sweeping.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. Post signs at targeted trouble spots to explain proper practices to prevent pollutants from reaching storm drains.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Other